

Position:	Assistant Librarian - Los Angeles Branch Library Court Personnel System Classification Level: CL-27.
Position Type:	Full-time, 40 hours per week
Salary Range:	\$51,158 - \$63,945 (expected starting salary range); \$51,158 - \$83,126 (full salary range)
Closing Date:	Consideration of applications begins on July 30, 2010; position open until filled.
Location:	Los Angeles, California.

REPRESENTATIVE DUTIES

- Using print and electronic sources, performs legal and non-legal reference and research services for judges, court personnel, branch libraries, and other library users.
- Provides education and training to court staff on Lexis, Westlaw, the Internet and print research sources.
- Prepares print and electronic training, orientation, and library usage materials.
- Supervises support staff.
- Performs back-up duties in the absence of other library staff as needed.
- Assists in collection development as well as acquisitions and/or cataloging.
- Performs interlibrary loan transactions for court personnel.
- Other duties and projects as assigned.

REQUIRED QUALIFICATIONS

- M.L.S. degree or equivalent from an ALA-accredited library school.
- Applicant must be a United States citizen or eligible to work for the federal government.

PREFERRED QUALIFICATIONS AND SKILLS

- Three years of library work experience with at least one year in a law library setting.
- Demonstrated skills in reference and legal research using print and electronic resources.
- Practical experience in training and outreach to library patrons.
- Experience in the development of web-based and other electronic information delivery services.
- Effective supervisory skills.
- Experience with an Integrated Library System (Sirsi Unicorn preferred).
- Skill in the use of Windows-based personal computers and basic office applications software.
- Demonstrated ability to multi-task and perform functions requiring a high degree of accuracy and careful attention to detail.
- Experience working with people at all professional levels; effective oral and written communication skills.
- Ability to handle occasional moderate to heavy physical activity.

APPLICATION PROCESS

- For an application form and additional information, please visit the Employment page on our website at: www.LB9.uscourts.gov.
- Applicants selected to proceed to the next phase of the recruitment process will be contacted. Once an applicant has been selected for the position, all applicants will receive notification.

BENEFITS AND OTHER INFORMATION

Federal court employees are not included in the government's civil service classification; however, they are entitled to the same benefits as other federal employees and some additional benefits. These include: paid annual and sick leave; automatic enrollment in a retirement plan and in direct deposit of earnings; and optional enrollment in health benefits, life insurance, dental insurance, vision insurance, tax-deferred savings, long-term care insurance, and long-term disability insurance programs.

This position has promotion potential to CL-28 within the Ninth Circuit Library system without competition.

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